

## POLICY ON DISCIPLINARY PRACTICES

The organization supports goods management habits does not use or support the use of corporal punishment, mental or physical coercion or verbal abuse.

### PURPOSE AND SCOPE

This document defines the policy of the Company to promote good managerial practices to manage conflicts, including training of managers.

### RESPONSIBILITY

HR Manager

HOD

### PROCEDURE

#### Values

Managers are competent and developed for skills to resolve issues objectively, maintaining honesty, loyalty, fairness and respect for others, compassion, integrity for objectives and culture for openness.

#### *Conflict Management*

Conflicts are seen only as opportunities to improve the situations to achieve objectives of business and maintain the team spirit. Employees at all levels including top management ensure to maintain these values, when resolving conflicts, whether among employees or with the values to which organization has committed.

#### *Culture of openness, where issues can be raised*

HR manager and management encourage the culture of openness and appreciate listing people working for the organization. They demonstrate that their decisions are consistent with values, besides being operationally sound.

#### References:

Code of conduct/Standing Order/HR Manual

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Director

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